



NEAR EAST UNIVERSITY
FACULTY OF EDUCATION
DEPARTMENT OF ENGLISH LANGUAGE TEACHING

Guidelines for the Practicum Students

1. For successfully completing your practicum, you are required to do the following tasks throughout this semester:
 - a- Attend a total of **30 hours** of English language lessons in the school that you are assigned. Your attendance sheet needs to be signed by your tutor throughout the semester.
 - b- Write down **5 lesson plans** of the school tutor that you are observing and write down a **reflective essay about each of these lesson plans**. These reflective essays should include your comments about the effectiveness of the overall lesson plan and its implementation as well as teacher's in-class practices.
 - c- Have **2 practice teaching sessions** (40 minutes each) in the classrooms that you are assigned. One of these sessions will be marked by your school tutor and the other one will be marked by your departmental supervisor.
 - d- Write **2 analytical/reflective essays** about each of your practice teaching sessions, indicating where and how you can improve your teaching for the future.
2. You need to contact your cooperating teacher as soon as possible in order to arrange a date for your teaching.
3. At the beginning of the semester, you should fill in the contact sheet that will be given to you by your departmental supervisor and make two copies to be given to your tutor and departmental supervisor.
4. You need to inform your departmental supervisor about your scheduled teaching as soon as possible.
5. You are required to continue observing classes in the schools that you have visited last semester. Minimum 30 hours of observation is essential.
6. The observations can be completed before or after your practice teaching.
7. Before you do your practice teaching sessions, you need to be in close contact with your departmental supervisor and your tutor for your lesson planning and scheduling.
8. You must submit your lesson plans (with the materials to be used) to your departmental supervisor and your tutor **at least 3 days before your scheduled practice teaching day**. Based on their feedback you should be prepared to change/adapt your lesson plan and/or materials.
9. The 40- minute lesson that you will be teaching should be **part of the syllabus** that is being followed at the school that you are visiting.

You should be extra careful about the following points throughout your internship:

- Be punctual for all scheduled activities.
- Dress properly when you are on the school premises.
- Inform your tutor and/or your supervisor well in advance if you are unable to fulfill any commitments.
- Write in your reflective essays soon after your observations and have it ready for your feedback meetings with your supervisor.